



Research request form

If you would like to receive files as part of a **Public Record Act request** (RCW 42.56) please submit an email to permitrecords@kingcounty.gov and write "Public Record Act request" in the subject line, or call 206-296-6600. For all regular information requests, complete this form and submit to permitrecords@kingcounty.gov.

For help or alternate formats, call 206-296-6600 or email permitrecords@kingcounty.gov.

Contact Information				
NAME		PHONE NUMBER	EMAIL ADDRESS	
MAILING ADDRESS (if applicable)			CITY	STATE ZIP CODE
Information Requested				
REQUEST DATE		PARCEL NUMBER		
SITE ADDRESS				
DETAILED DESCRIPTION OF REQUEST				

Research Request Form, continued

Fees

Charge	Paper Files	Electronic Files	Totals
Reproduction	\$0.15 per page, 8.5"x11" \$0.60 per oversize sheet	\$0.01 for 4 digital files, plus \$0.10 per GB	
Material (if applicable)	N/A	\$1.00 per compact disk \$3.00 per thumb drive	
Digitization (if applicable)	N/A	\$0.10 per page of non-digital source document(s)	
Certified Copy	\$2.00 for first page and \$1.00 for each additional page	N/A	
Postage (if applicable)			
(Fees totaling less than \$2.00 will be waived)			Total Cost

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